

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

12044

2. Reason for Submission

☐ Redescription☒ New

3. Service

☒ Hdqtrs☐ Field

4. Employing Office Location

Washington, DC

5. Duty Station

Washington, DC

6. OPM Certification No.

☐ Reestablishment☐ Other

Explanation (Show any positions replaced)

7. Fair Labor Standards Act

☒ Exempt☐ Nonexempt

8. Financial Statements Required

☐ Executive Personnel☐ Financial Disclosure☐ Employment and☐ Financial Interest

9. Subject to IA Action

☒ Yes☐ No

10. Position Status

☒ Competitive☐ Excepted (Specify in Remarks)☐ SES (Gen.)☐ SES (CR)

11. Position Is

☐ Supervisory☐ Managerial☒ Neither

12. Sensitivity

☐ 1--Non-Sensitive☐ 3--Critical☒ 2--Noncritical☐ 4--Special Sensitive

13. Competitive Level Code

001E

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management	Management Analyst	GS	0343	11		DSV 11-21-14
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office	Management Analyst	GS	0343	11		DSV 11-21-14

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

Department of the Navy

c. Third Subdivision

FMO

a. First Subdivision

Office of the Assistant Secretary of the Navy

d. Fourth Subdivision

b. Second Subdivision

Office of Financial Operations

e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that

this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

Farah Iqbal, Director Budget & Resource Mgmt

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

IQBAL, FARAH. 1

(b)(6)

Date

Signature

Date

21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action

D.S. Vaught, Director, Administrative/Fiscal Division

(b)(6)

Date

11.21.2014

22. Position Classification Standards Used in Classifying/Grading Position

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position (Review)	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

25. Description of Major Duties and Responsibilities (See Attached)

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12043

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4. Employing Office Location

Washington, DC

5. Duty Station

Washington, DC

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Management Analyst

GS

0343

12

DSV 11-21-14

b. Department, Agency or Establishment

c. Second Level Review

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e. Recommended by Supervisor or Initiating Office

Management Analyst

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a. Typed Name and Title of Immediate Supervisor

Farah Iqbal, Director Budget & Resource Mgmt

Signature

IQBAL, FARAH. 1

Digitally signed by IQBAL, FARAH. 1

(b)(6)

Date

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

Date

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23. Position Review

Initials

Date

Initials

Date

Initials

Date

Initials

Date

Initials

Date

a. Employee (optional)

b. Supervisor

c. Classifier

24. Remarks

25. Description of Major Duties and Responsibilities (See Attached)

Position Description
Management Analyst
GS-0343-11/12

I. INTRODUCTION:

This position is located at the Washington Navy Yard, in Washington D.C. The incumbent reports to the Branch Chief, Budget & Resources Branch within the Operations Management Division, Financial Operations.

The mission of FMO is to oversee accounting and finance operations and programs to allow the DON to operate effectively and efficiently. FMO produces accurate, timely and useful financial information for internal and external use by decision makers. FMO does this to help achieve the operational and support missions of the Navy and Marine Corps. FMO develops and provides the planning and execution for the integrated DON financial management activities with emphasis on accounting and finance.

II. MAJOR DUTIES AND RESPONSIBILITIES:

1. Process CAC Cards: As Trusted Agent (TA) under the Trusted Associate Sponsorship System (TASS), the incumbent will be assigned to process and oversee administration of Common Access Cards (CACs) for up to 100 contractors supporting FMO in accordance with guidance. This function includes, ensuring contractor personnel are sponsored by an authorized Government Point of Contract (POC); ensuring CAC applications are appropriately filled out; validating that contractor personnel meet CAC Card security requirements; ensuring CAC applications are processed within the prescribed time limit; ensuring CAC cards are re-verified in accordance with the prescribed guidance; tracking that contractor personnel with CAC Cards have a continued requirement for one; track the revocation and turn in of CAC Cards for FMO Contractors; maintaining CAC Card files for FMO. The incumbent will act as a lead TA for FMO organization.
2. Defense Travel System Support: Support travelers and supervisors with travel preparation, submission, and claims. Comply with local, Joint and Federal travel regulations in preparation of travel documents. Utilize travel guides, publications, and electronic media sources in determining travel costs that are consistent with joint and federal travel regulations. Maintain copies of all changes as published by the DoD Per Diem, Travel, and Transportation Allowance Committee.
3. Training Coordination for OASN (FM&C) FMO: Prepares, reviews, routes and monitors all training requests. The incumbent is responsible for collecting and maintaining information relevant to training requirements.
4. Identify procedural problems in program operations, using quantitative or qualitative methods. Leads discussions around enhancements, changes and/or improvements which impact the operation of FMO business operations. The incumbent conducts detailed

analyses of complex functions and work processes or technical programs and makes recommendations for improvement in the effectiveness and efficiency of work operations.

5. Assistin conducting studies of employee/organizational efficiency and productivity leading to possible recommended changes or improvements in organization, staffing, and work methods. The purpose of the studies is to measure the effectiveness, efficiency and productivity of the office administration. The incumbent conducts detailed analyses of complex functions and work processes or technical programs and makes recommendations for improvement in the effectiveness and efficiency of work operations. Establishes, maintains, and operates an administrative element that incorporates the functions of the Budget and Resources branch.
6. Provides managers with objectively based information for making decisions on the administrative and programmatic aspects of operations management.
7. Assists in developing new or modified internal administrative program policies and procedures in accordance with command goals and initiatives. Coordinates and provides technical guidance and training to employees on a number of administrative services such as correspondence and taskers.
8. Assures completed tasking is accurate in terms of priority, content, and security markings. Ensures that routing and control of classified documents are handled in compliance with established administrative controls and procedures.
9. Independently prepares complex and technical answers to queries and taskers. Assembles necessary material to compose correspondence, secure and summarize information from a variety of sources in the immediate office and subordinate organizational elements. Reviews all outgoing correspondence for clarity, completeness, proper format, grammar, typographical accuracy, proper coordination, attachments, and compliance with supervisor's viewpoint. Independently monitors and distributes division taskings; monitors suspense dates, coordinates responses, and requests extensions as necessary.
10. Maintains administrative policies, procedures, and office practices affecting the organization. Facilitates meetings and conferences including space, time, staff, agenda, and background material. Attends conferences/meetings (as required), notes commitments made and follows up with staff members to ensure completion of needed actions. Establishes and maintains a document retention process in accordance with governing regulatory procedures.
11. Research current or new management practices for FMO operations. Works with a broad range of data management and customer interaction methodologies and possesses the aptitude to apply it toward solving unique problems and requirements related to customer service operations. Independently analyzes business activities; looks for trends in processes related to improving customer service. Contributes creative

recommendations and solutions to improve efficiency and effectiveness of FMO business operations as it relates to customer service.

12. Balance and complete a variety of work assignments characterized as short-deadline/quick-turnaround in nature, and must be able to perform work with a high level of discretion.

13. Other duties as assigned.

III. FACTORS

FACTOR 1: KNOWLEDGE REQUIRED BY POSITION (MCB FL L-8 1550 PTS)

Incumbent must possess knowledge of the organizational structure of the Department of the Navy and the role and function of the FM community. Knowledge and skill in applying analytical and evaluative methods and techniques to issues or studies concerning the efficiency of the civilian personnel program operations carried out by technical, professional or administrative personnel. Ability to apply knowledge and experience to assignments of difficulty.

Intense knowledge and skills in applying methods, techniques, and concepts or organization and management to evaluate the effects of recommendations on the accomplishment of the organization's goals.

Ability to perform detailed and extensive analysis of available information clear, concise policy statements and interpretations,

Detailed knowledge of the Navy Tasker System in order to review and ensure proper utilization.

Detailed knowledge of the Defense Travel System.

Ability to communicate orally and in writing. Ability to develop a working relationship within the organization.

FACTOR 2: SUPERVISORY CONTROLS (FL 2-4 450 PTS)

Work is performed under the general supervision of the Branch Chief, Budget & Resources Branch, in the Operations and Management Division of FMO. The incumbent has general latitude for independent actions in carrying out assigned duties. The administration of assigned programs entails independent planning and conduct of continuing work assignments with the established objectives and guidelines of the division. Lacking clear policy or precedent, the incumbent is expected to exercise initiative in developing and running assigned programs. Staff coordination with the appropriate organizations is expected prior to consulting with the supervisor on problems. Incumbent reviews data and develops operating program procedures. Incumbent works within framework of objectives and coordinates, plans, and recommends changes, and develops program-operating procedures. Incumbent briefs leadership on report

findings and makes recommendations for compatibility with Organizational goals to ensure effectiveness in meeting objectives.

FACTOR 3. GUIDELINES (FL 3-4 450 PTS)

Guides include general administrative policy and goals on size of work force, target authorization levels, mission and function statements, and operating procedures to develop. Incumbent adapts guides to implement methods to provide manpower authorization document structure changes, staffing guides to managers, and operating procedures for Incumbent uses precedent to measure effectiveness of proposed organization structures, identify functional overlaps, and recommends actions and staffing procedures.

The incumbent exercises independent judgment in selecting, interpreting, and applying complicated, extensive, and changing legal and regulatory guides to specific circumstances. Since guides do not cover all possible situations, the incumbent must exercise discretion and judgment in interpreting and extending policies and procedures.

FACTOR 4: COMPLEXITY (FL 4-5 325 PTS)

The incumbent is assigned continuing responsibility for providing advice, assistance and support to senior management on administrative programs. The work involves planning and developing strategies, working with commands and the financial management community, and interpretation of numerous regulations.

Planning, organizing, and accomplishing work is often complicated by such factors as: (1) conflicting program goals and objectives which may stem from changes in legislation; (2) the frequent need to deal with abstract concepts, such as value judgments; (3) variations in the demand for program services; (4) the need to consider and evaluate long-range program goals and objectives; and (5) the need to consider the consequences of changes in services provided.

FACTOR 5: SCOPE AND EFFECT (FL 5-4 225 PTS)

The purpose of work is to administer a variety of administrative management programs for the DON Financial Management community. This includes compiling data from personnel systems, reviewing and creating administrative programs and dissemination of the information, and to provide advice to management on assigned programs. Results of the work contribute to the productivity, effectiveness, and efficiency of program objectives. The work involves researching and developing narrative data, developing procedures and processes, identifying and problem solving problems, and providing advice to managers.

FACTOR 6: PERSONAL CONTACTS (FL 6-3)

Contacts are with Department of Navy leadership, Admirals, Senior Executive Service, and Managers to collect force management and program effectiveness information.

FACTOR 7: PURPOSE OF CONTACTS (FL 7-C FL 3-C 180 PTS)

Contacts with staff and high level managerial personnel are to give advice, provide guidance, provide results of research to be used in management decision making, recommend solutions to problems, and discuss current regulations and procedures. Contacts with top management officials are to provide information. Contacts with subject-matter experts are for the purpose of obtaining and verifying information, providing and discussing data and regulations, and acting as an advocate of OASN (FM&C) FMO in accomplishing management objectives.

FACTOR 8: PHYSICAL DEMANDS (FL 8-L 5 PTS)

The work is sedentary; no special physical effort or skill is required. Some walking and standing is required.

FACTOR 9: WORK ENVIRONMENT (FL 9-L 5 PTS)

Work is performed in an office setting involving every day risks requiring normal safety precautions.